

PROJECT CHARTER

1. General Information	
Project Name:	
Date:	
Sponsor:	
Project Manager:	
2. Key Stakeholders	
3. Project Requirements	
Goal & Business Justification <i>Describe high level goal and the business need this project addresses</i>	
Objectives <i>Describe the SMART outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy</i>	
Deliverables <i>List the high-level "products" to be created (e.g., new xxxx process, employee manual on yyyy)</i>	
Scope <i>List what is expected to be included and not included</i>	
Project Budget <i>List maximum funding allotted</i>	



Project Milestones <i>Propose start and end dates and other major milestones</i>			
High Level Risks <i>Identify concerns that could turn into issues.</i>			
4. Risks	Risk Rating (Hi, Med, Low)		
<p>Assumptions <i>List what is assumed to be available, in place, etc. during the life of the project.</i></p> <p>and</p> <p>Constraints <i>List any conditions that could limit the project team's options with respect to resources, schedule, cost, etc.</i></p>			
External Dependencies <i>Will project success depend on coordination of efforts between the project team and one or more other individuals or groups?</i>			
5. Communication Strategy <i>(specify how the project manager will communicate to the Sponsor and Stakeholders, e.g., frequency of status reports.)</i>			
6. Approvals			
	Name	Signature	Date
Sponsor			
Project Manager			
7. Notes			

